

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Recommended Objectives for DDA Quarterly Planning Conference  
(Third Quarter FY-1984)

FROM: [Redacted]  
Information and Management Support  
Staff - [Redacted]

EXTENSION

NO.

DATE

19 June 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. AD/L

4/21

u

2. EO/OL

21/6

26

3. AEO/OL

6/22

AW

4. OL/IMSS [Redacted]

Attached for your review and approval are recommended topics for the third FY-1984 Quarterly Objectives Review with the DDA, scheduled for 25 July 1984. In addition to the normal objectives reporting, the DDA has requested that OL report on any efforts within OL that are aimed at providing information/education for Agency employees. A list of all such efforts, existing and planned, is currently being assembled for your review. Also, for the purpose of publishing an agenda for the conference we will need to know who will brief the DDA on these efforts.

7.

8.

9.

10.

11.

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13.

14.

15.

I agree.  
Wach

AD/L  
I'd suggest  
substituting the SD  
summary in place of  
the NOMAD M's  
Stephen John

RECOMMENDED OBJECTIVES FOR THE DDA QUARTERLY CONFERENCE

(THIRD QUARTER FY-1984)

OBJECTIVES RECOMMENDED

Complete Basic Operational Capability  
of the Digital Prepress System

Implement the DDA's "Quality of Life  
Program"

Establish Overseas Personal Computer  
Capabilities

Develop and Implement a NOMAD Based  
Management Information System in P&PD

Resolve Issues of Agency Takeover of M&O  
of Headquarters Facilities from GSA

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REMAINING FY-84 OBJECTIVES

- Consolidate Agency Metropolitan Washington Area activities in the new Headquarters Building.
- Develop formalized "professionalism" program within OL for both blue and white-collar workers.
- Develop and implement the Logistics Integrated Management System (LIMS).
- Strengthen and expand personnel management support in OL.
- Convert General Provisions used in Agency contracts from DARS to FARS.
- Investigate the feasibility of automating the courier receipt filing, tracing, and retrieval system as well as the codeword accountability system within the M&CB.
- Complete implementation of a more effective Vehicle Dispatch Plan.
- Implement corrective action to customer surveys in LSD.
- Complete evaluation of the Quality Circle Program in P&PD and access application elsewhere in OL.
- Implement corrective action to problems uncovered in the P&PD customer services questionnaire.
- Expand personnel exchange program with external agencies.
- Develop and disseminate customer survey questionnaires and take appropriate action to respond to customer comments.

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